

# Cash Management Solutions

## Quick Reference Guide -

### Basic Navigation

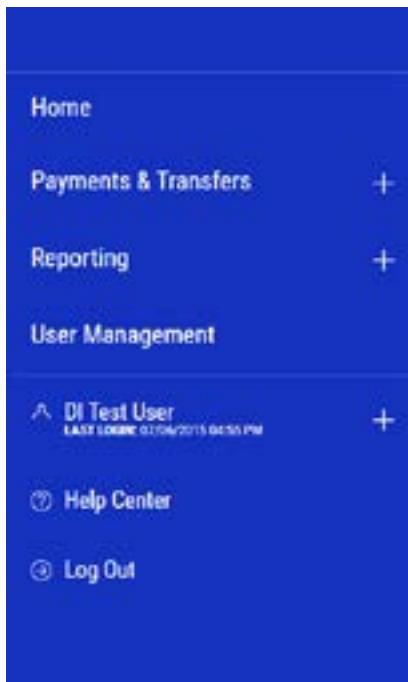


#### MAIN MENU

Click on the 3-line icon in the upper left corner, just below your financial institution's logo to expand the side menu:



+ Indicates there are more menu selections available. Expand your user name to show user account related additional menu, including Help Center:



#### Homepage

Also known as the Dashboard, your landing page is a workspace. Each workspace presents various information in sections known as widgets. On the Home workspace you will find a Notification widget accompanied by a collection of other widgets based on the functionality you have been entitled to (for example: viewing account balances or initiating account transfers).

## WORKSPACE

Each workspace is a page on which you will see the system default widgets relevant for that workspace (i.e. on the transfers workspace you would see a Transfers widget). Workspaces offer the ability for you to add, remove, resize, and arrange widgets to personalize the workspace to best meet your needs.

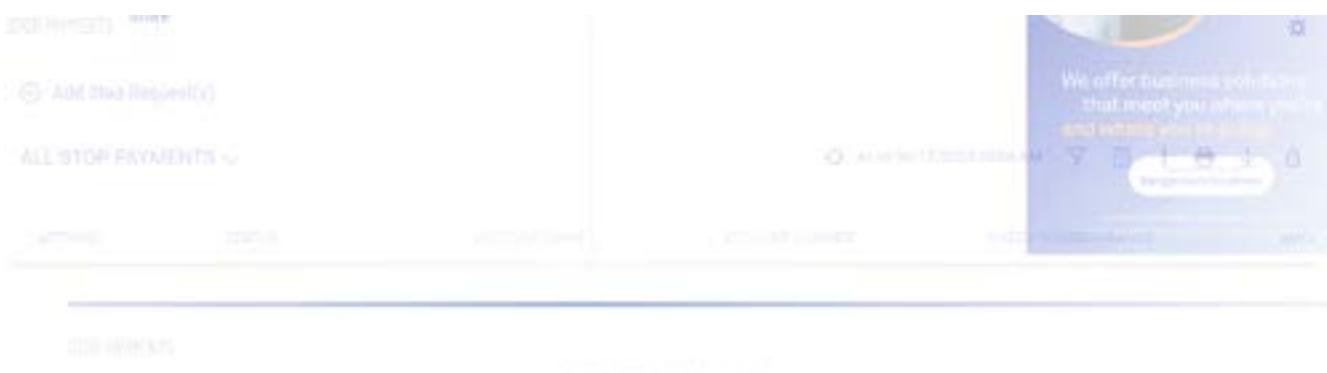
### Home



Any widgets on any workspace with a gear icon  in the upper right corner means it can be repositioned (moved), resized or deleted (removed):



To move a widget, just click on the top part of the widget being moved, then drag and drop:



## WIDGET

A widget is a single focused component that presents action(s) and information with common purpose in a list view, such as view account information, place a stop payment, or make an account transfer.

While each widget focuses on different purpose, widgets have a set of standard capabilities:

1. Repositionable, resizable and removable as described previously under workspace for widgets with an icon.
2. Present sub-category of information in additional list views. + indicates there is more info to be expanded –



ACTIONS	INCOMING FILE NAME	TOTAL BATCHES	TOTAL DEBITS	TOTAL CREDITS
...	TWACHExp01234.txt	1	22,097.30	22,097.30
...	TWACHExp053024.txt	1	22,029.12	22,029.12
...	TWACHExp051624.txt	1	22,961.98	22,961.98
...	TWACHExp050524.txt	1	22,915.24	22,915.24
...	TWACHExp041824.txt	1	24,251.17	24,251.17
...	TWACHExp040424.txt	1	21,464.40	21,464.40
...	TWACHExp021224.txt	1	23,456.44	23,456.44

VIEW 1-7 OF 7

DISPLAY A3 ↕ ↑

+ FAILED UPLOADS

3. Print the data you see or export all of the data in the widget within your range settings –



STOP PAYMENTS					
<span>(1) Add Stop Request(s)</span>					
ALL STOP PAYMENTS <span>As of 06/17/2024 09:27 AM</span>					
ACTIONS	STATUS	ACCOUNT NAME	ACCOUNT NUMBER	CHECK NUMBER RANGE	MATCH

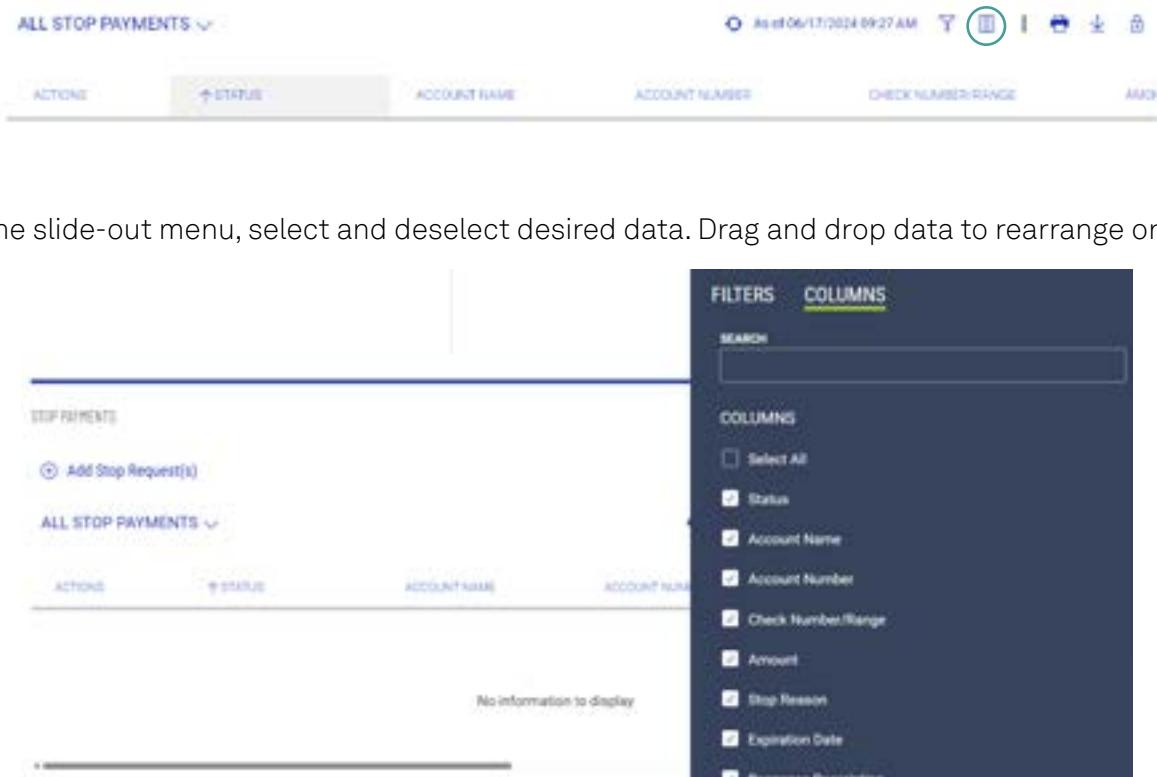
4. Sort data in a column by clicking on the header.



ALL STOP PAYMENTS <span>As of 06/17/2024 09:27 AM</span>					
ACTIONS	STATUS	ACCOUNT NAME	ACCOUNT NUMBER	CHECK NUMBER RANGE	MATCH

↑ Indicates sorted column.

5. Click on column icon to arrange order of column display.



The screenshot shows the 'ALL STOP PAYMENTS' screen. At the top, there is a date and time stamp: 'As of 06/17/2024 09:27 AM'. To the right of the date are several icons: a magnifying glass, a list icon, a print icon, a download icon, and a refresh icon. Below the date are several filter and search fields: 'STOP PAYMENTS', 'Add Stop Request(s)', 'ALL STOP PAYMENTS', 'ACTIONS', 'STATUS', 'ACCOUNT NAME', 'ACCOUNT NUMBER', 'CHECK NUMBER/RANGE', and 'AMOUNT'. A 'No information to display' message is centered on the page. On the right side, a slide-out menu is open under the 'COLUMNS' tab. The menu includes a 'SEARCH' bar and a list of columns with checkboxes: 'Select All' (unchecked), 'Status' (checked), 'Account Name' (checked), 'Account Number' (checked), 'Check Number/Range' (unchecked), 'Amount' (unchecked), 'Stop Reason' (unchecked), 'Expiration Date' (unchecked), and 'Response Description' (unchecked). The 'Status' and 'Account Name' checkboxes are checked, while the others are unchecked.

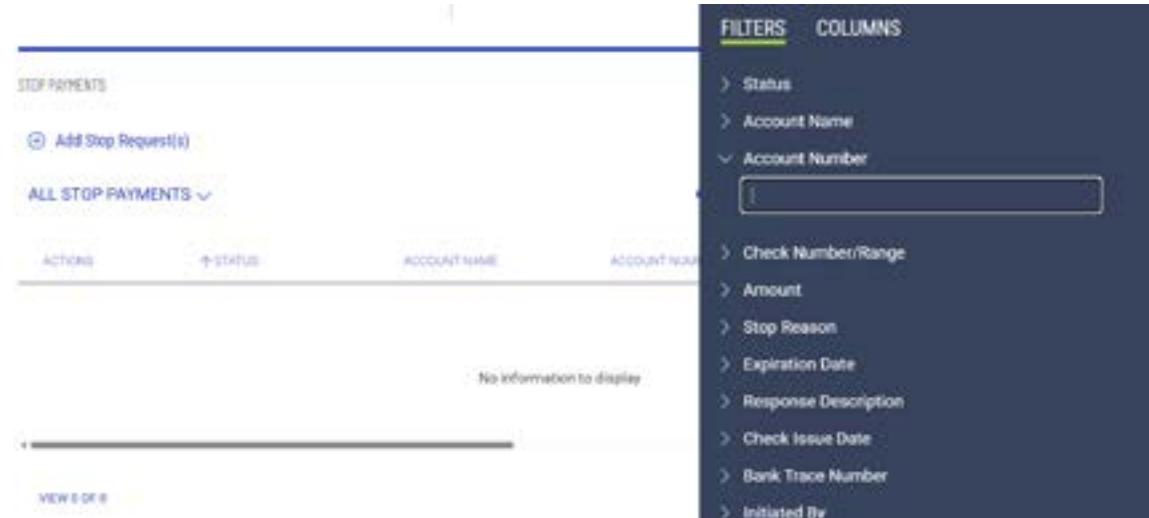
6. Click on filter icon to narrow in on specific transactions.



The screenshot shows the 'ALL STOP PAYMENTS' screen. At the top, there is a date and time stamp: 'As of 06/17/2024 09:27 AM'. To the right of the date are several icons: a magnifying glass, a list icon, a print icon, a download icon, and a refresh icon. Below the date are several filter and search fields: 'STOP PAYMENTS', 'Add Stop Request(s)', 'ALL STOP PAYMENTS', 'ACTIONS', 'STATUS', 'ACCOUNT NAME', 'ACCOUNT NUMBER', 'CHECK NUMBER/RANGE', and 'AMOUNT'. A 'No information to display' message is centered on the page. On the right side, a slide-out menu is open under the 'FILTERS' tab. The menu includes a 'SEARCH' bar and a list of filters with expand/collapse arrows: 'Status', 'Account Name', 'Account Number' (expanded), 'Check Number/Range', 'Amount', 'Stop Reason', 'Expiration Date', 'Response Description', 'Check Issue Date', 'Bank Trace Number', and 'Initiated By'. The 'Account Number' filter is expanded, showing a search bar for filtering account numbers.

From the slide-out menu, select data to filter and set perimeters to zone in on the transactions

7. Save your personalized view for reuse.



The screenshot shows the 'ALL STOP PAYMENTS' screen. At the top, there is a date and time stamp: 'As of 06/17/2024 09:27 AM'. To the right of the date are several icons: a magnifying glass, a list icon, a print icon, a download icon, and a refresh icon. Below the date are several filter and search fields: 'STOP PAYMENTS', 'Add Stop Request(s)', 'ALL STOP PAYMENTS', 'ACTIONS', 'STATUS', 'ACCOUNT NAME', 'ACCOUNT NUMBER', 'CHECK NUMBER/RANGE', and 'AMOUNT'. A 'No information to display' message is centered on the page. On the right side, a slide-out menu is open under the 'FILTERS' tab. The menu includes a 'SEARCH' bar and a list of filters with expand/collapse arrows: 'Status', 'Account Name', 'Account Number' (expanded), 'Check Number/Range', 'Amount', 'Stop Reason', 'Expiration Date', 'Response Description', 'Check Issue Date', 'Bank Trace Number', and 'Initiated By'. The 'Account Number' filter is expanded, showing a search bar for filtering account numbers. The 'Status', 'Account Name', and 'Check Number/Range' filters are also expanded, showing their respective search bars.

When you adjust the default view by sorting a column, changing column display order, adding/removing column(s) or filtering any data, input filed automatically presents for you to save that view with a unique name.



The screenshot shows the 'STOP PAYMENTS' screen. At the top, there is a 'Save As' dialog box with the title 'STOP PAYMENTS' and a 'Save As' button. Below this, the main interface shows a table with columns: ACTIONS, STATUS, ACCOUNT NAME, ACCOUNT NUMBER, CHECK NUMBER RANGE, and AMOUNT. The 'STATUS' column is currently selected. At the bottom of the table, there is a 'Save' button and a 'Cancel' button. The status bar at the bottom right indicates 'As of 06/17/2024 09:34 AM'.

8. Take individual or bulk action:
  - Individual action



The screenshot shows the 'ALL PAYMENTS' screen. The table has columns: ACTIONS, STATUS, PAYEE NAME, FROM ACCOUNT NAME, and FROM ACCOUNT. The 'ACTIONS' column is selected. The table contains four rows, each with a 'View' link and a 'Copy as New Payment' link. At the bottom, there are buttons for 'DELETE', 'APPROVE', and 'REJECT'.

- Bulk action



The screenshot shows the 'ALL PAYMENTS' screen with bulk selection checkboxes. The table columns are the same as the previous screenshot. The first two rows have checkboxes in the 'ACTIONS' column checked. At the bottom, there are buttons for 'DELETE', 'APPROVE', and 'REJECT', and a 'VIEW 1-3 OF 3' link. The status bar at the bottom right indicates 'As of 06/17/2024 09:43 AM'.